

RECRUITMENT RULES

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GOVERNMENT OF PUDUCHERRY

HOME DEPARTMENT

(G.O. Ms. No. 44, dated 11th June 2014)

NOTIFICATION

In exercise of the powers conferred by the proviso to Article 309 of the Constitution of India, read with the Notification No.F.5/4/65-GP, dated 11th January 1965 of the Ministry of Home Affairs, Government of India, New Delhi and in supersession of the Home Department's notification issued in G.O. Ms. No. 53, dated 28-5-1982 and published in Supplement to the Gazette No. 23 of the 8th June 1982 and further amendment issued in G. O. Ms. No. 24, dated 21st August 1998, published in Supplement to the Gazette No. 37 of the 15th September 1998, the Lieutenant-Governor, Puducherry hereby makes the following rules further to amend the rules regulating the method of recruitment to the Group 'C' posts of Driver (Police Department) Grade III, Grade II and Grade I in the Home Department, Government of Puducherry, namely:—

1. *Short title and commencement.*— (1) These rules may be called the Government of Puducherry, Home Department Group 'C' posts of Driver Grade III, Grade II and Grade I (Police Department) Recruitment Rules, 2014.

(2) They shall come into force on and from the date of their publication in the official gazette.

2. *Number of posts, their classifications and scales of pay.*— The number of the said posts, their classification and the scales of pay attached thereto, shall be as specified in columns (2) to (4) of the Schedules annexed hereto.

3. *Method of recruitment, age-limit and other qualifications.*— The method of recruitment to the said posts, age-limit, qualifications and other matters relating thereto, shall be as specified in columns (5) to (13) of the said Schedules.

4. *Disqualification.*— No person —

(a) Who has entered into or contracted a marriage with a person, having a spouse living; or

(b) Who, having a spouse living, has entered into or contracted a marriage with any person,

shall be eligible for appointment to the said posts:

Provided that the Lieutenant-Governor may, if satisfied that such marriage is permissible under the personal law applicable to such person and the other party to the marriage and there are other grounds for so doing, exempt any person from the operation of this rule.

5. *Power to relax.*— Where the Lieutenant-Governor is of the opinion that it is necessary or expedient so to do, he may, by order and for reasons to be recorded in writing, relax any of the provisions of these rules with respect to any class or category of persons.

6. *Saving.*— Nothing in these rules shall affect the reservation, relaxation in upper age limit and other concessions required to be provided for the scheduled castes, the scheduled tribes and other special category of persons in accordance with the orders issued by the Government from time to time in this regard.

SCHEDULE-I

RECRUITMENT RULES FOR THE POST OF DRIVER (POLICE DEPARTMENT) GRADE-III

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|---|---|
| 1. Name of the post | : Driver (Police Department) Grade-III |
| 2. Number of posts | : 39 (Thirty-nine) (2014) subject to variation dependent on work-load. |
| 3. Classification | : General Central Services–Group ‘C’ - Non-Gazetted - Non-Ministerial. |
| 4. Pay Band and Grade Pay/Pay Scale | : PB-1 ₹ 5,200-20,200 + Grade Pay ₹ 1,900 |
| 5. Whether selection post or non-selection post | : Not applicable |
| 6. Age-limit for direct recruits | <p>: Between 18 and 30 years. (Relaxation of age as per rules in force). Relaxation of upper age-limit for Home Guards serving in the Union territory of Puducherry is up to 39 years.</p> <p><i>Note:</i> (1) In case of the recruitment made through advertisement, the crucial date for determining the age-limit shall be the closing date for receipt of applications.</p> <p><i>Note:</i> (2) In case of the recruitment made through Employment Exchange, the crucial date for determining the age-limit shall, in each case, be the last date up to which the Employment Exchanges are asked to submit the names.</p> |
| 7. Educational and other qualifications required for direct recruits. | <p>: (i) Should have passed S.S.L.C. (10th) or its equivalent</p> <p>(ii) Should be domicile of Puducherry Union Territory</p> <p>(iii) Physical standard, physical efficiency, written and medical standard as prescribed in the Annexure.</p> <p>(iv) Should possess a valid Heavy Vehicle Licence and should pass the competency test in—</p> <p>(a) Driving;</p> <p>(b) Traffic regulation;</p> <p>(c) Location of faults and carrying out of minor running repairs including change of wheels;</p> <p>(d) Maintenance of vehicle.</p> |
| 8. Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees. | : Not applicable |
| 9. Period of probation, if any | : Two years |

10. Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the vacancies to be filled by various methods. : By absorption from Home Guards - 25%, failing which by direct recruitment.
By direct recruitment -75%
11. In case of recruitment by promotion/deputation/absorption, grades from which promotion/deputation/absorption is to be made. : By absorption from Home Guards having 3 years of continuous service and possessing educational and other qualifications prescribed in column No. 7 on seniority-cum-fitness basis.
Age: Between 21 to 39 years.
12. If a Departmental Promotion Committee exists, what is its composition? : *Group "C" Departmental Promotion Committee (for considering confirmation)/Recruitment Committee—*
(i) Senior Superintendent of Police (C&I) . . Chairman
(ii) Superintendent of Police (MT) . . Member
(iii) Superintendent of Police (HQ) . . Member
13. Circumstances in which Union Public Service Commission to be consulted in making recruitment. : Not applicable

SCHEDULE-II

RECRUITMENT RULES FOR THE POST OF DRIVER (POLICE DEPARTMENT) GRADE-II

1. Name of the post : Driver (Police Department) Grade-II
2. Number of posts : 31 (Thirty-one) (2014) subject to variation dependent on work-load.
3. Classification : General Central Services-Group 'C' - Non-Gazetted - Non-Ministerial.
4. Pay Band and Grade Pay/Pay Scale : PB-1 ₹ 5,200-20,200 + Grade Pay ₹ 2,400
5. Whether selection post or non-selection post : Non-selection
6. Age-limit for direct recruits : Not applicable
7. Educational and other qualifications required for direct recruits. : Not applicable
8. Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees. : Not applicable
9. Period of probation, if any : Not applicable
10. Method of recruitment, whether by direct recruitment or by promotion or by deputation/absorption and percentage of the vacancies to be filled by various methods. : By promotion

11. In case of recruitment by promotion/deputation/absorption, grades from which promotion/deputation/absorption is to be made. :

Promotion from Driver (Police Department) Grade-III with eight years service in the grade rendered after appointment thereto on regular basis and have passed the trade test conducted by this administration which includes the following—

- (i) Reading English numerals and figures.
- (ii) Knowledge of traffic regulation.
- (iii) Locating faults and carrying out minor running repairs.
- (iv) Changing of wheels and correctly inflating tyres.

The trade test will be conducted by the committee consisting of—

- (a) Senior Superintendent of Police (C&I)
- (b) Superintendent of Police (MT)
- (c) Superintendent of Police (Traffic)
- (d) Superintendent of Police (HQ)
- (e) Motor Vehicle Inspector, Transport Department.

Note: (1) Where juniors who have completed their qualifying/eligibility service are being considered for promotion, their seniors would also be considered provided they are not short of the requisite qualifying/eligibility service by more than half of such qualifying/eligibility service or two years, whichever is less and have successfully completed their probation period for promotion to the next higher grade along with their juniors who have already completed such qualifying/eligibility service.

Note: (2) For the purpose of computing minimum qualifying service for promotion, the service rendered on a regular basis by an official prior to 1-1-2006/the date from which the revised pay structure based on the Sixth Central Pay Commission recommendations has been extended, shall be deemed to be service rendered in the corresponding Grade Pay/Pay Scale extended based on the recommendations of the Commission.

12. If a Departmental Promotion Committee exists, what is its composition? : *Police Establishment Board for promotion consisting of—*

- (1) Director/ Inspector-General of Police . . . Chairman
- (2) Deputy Inspector-General of Police . . . Member
- (3) Senior Superintendent of Police (C&I) . . . Member
- (4) Senior Superintendent of Police (L&O) . . . Member
- (5) Senior Superintendent of Police (HQ) . . . Member
- (6) Superintendent of Police (HQ) . . . Member-Secretary.

13. Circumstances in which Union Public Service Commission to be consulted in making recruitment. : Not applicable

SCHEDULE-III

RECRUITMENT RULES FOR THE POST OF DRIVER (POLICE DEPARTMENT) GRADE-I

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| 1. Name of the post | : Driver (Police Department) Grade-I |
| 2. Number of posts | : 37 (Thirty-seven) (2014) subject to variation dependent on work-load. |
| 3. Classification | : General Central Service–Group ‘C’ - Non-Gazetted - Non-Ministerial. |
| 4. Pay Band and Grade Pay/Pay Scale | : PB-1 ₹ 5,200-20,200 + Grade Pay ₹ 2,800 |
| 5. Whether selection post or non-selection post | : Non-selection |
| 6. Age-limit for direct recruits | : Not applicable |
| 7. Educational and other qualifications required for direct recruits. | : Not applicable |
| 8. Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees. | : Not applicable |
| 9. Period of probation, if any | : Not applicable |
| 10. Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the vacancies to be filled by various methods. | : By promotion |
| 11. In case of recruitment by promotion/deputation/absorption, grades from which promotion/deputation/absorption is to be made. | : Promotion from Driver (Police Department) Grade-II with five years service in the grade rendered after appointment thereto on regular basis and have passed the trade test conducted by this Administration which includes the following— <ul style="list-style-type: none"> (i) Must be able to read English numerals and figures. (ii) Must have a thorough knowledge of traffic regulation. (iii) Must have good knowledge of petrol and diesel engine working and be able to locate faults and rectify minor running defects. (iv) Must be able to clear carburettor, plug etc. |

The trade test will be conducted by the committee consisting of—

- (a) Senior Superintendent of Police (C&I)
- (b) Superintendent of Police (MT)
- (c) Superintendent of Police (Traffic)
- (d) Superintendent of Police (HQ)
- (e) Motor Vehicle Inspector, Transport Department

Note: (1) Where juniors who have completed their qualifying/eligibility service are being considered for promotion, their seniors would also be considered provided they are not short of the requisite qualifying/eligibility service by more than half of such qualifying/eligibility service or two years, whichever is less and have successfully completed their probation period for promotion to the next higher grade along with their juniors who have already completed such qualifying/eligibility service.

Note: (2) For the purpose of computing minimum qualifying service for promotion, the service rendered on a regular basis by an official prior to 1-1-2006/the date from which the revised pay structure based on the Sixth Central Pay Commission recommendations has been extended, shall be deemed to be service rendered in the corresponding Grade Pay/Pay Scale extended based on the recommendations of the Commission.

12. If a Departmental Promotion Committee exists, : *Police Establishment Board for promotion consisting of—*
what is its composition?

- (1) Director/Inspector-General of Police . . Chairman
- (2) Deputy Inspector-General of Police . . Member
- (3) Senior Superintendent of Police (C&I) . . Member
- (4) Senior Superintendent of Police (L&O). . Member
- (5) Senior Superintendent of Police (HQ) . . Member
- (6) Superintendent of Police (HQ) . . Member-Secretary.

13. Circumstances in which Union Public Service : Not applicable
Commission to be consulted in making recruitment.

ANNEXURE

PROCEDURE/STANDARDS FOR CONDUCTING PHYSICAL MEASUREMENT TEST, PHYSICAL EFFICIENCY TEST, MEDICAL EXAMINATION AND WRITTEN TEST FOR THE RECRUITMENT OF DRIVER (POLICE DEPARTMENT) [MEN] GRADE-III IN PUDUCHERRY POLICE

1. *Physical measurements :*

Physical Standards: Eligibility conditions

Height	Not less than 165 cms.
Chest	81-86 cms. with minimum expansion of 5 cms.

(i) Physical measurements as prescribed in the eligibility conditions of the candidates will be done by the experts from the Education Department under the overall supervision of the Senior Superintendent of Police (C&I).

(ii) Entries regarding physical measurements and physical efficiency test would be made as per TRP (Transparency Recruitment Procedure) laid down by BPR&D, Government of India.

2. *Physical efficiency test :*

For male candidates :

	Events	Minimum standard to acquire
Stage-I	800 metres race	2 minutes and 50 seconds
Stage-II	Long jump	3.80 metres
Stage-III	High jump	1.20 metres

(i) All the above events are compulsory.

(ii) Each stage is qualifying stage by itself for the next stage *i.e.* only the candidates who qualify in the Stage-I will be eligible for the Stage-II and so on.

(iii) Three chances will be given to qualify in the long jump and high jump.

(iv) Reservation of post will be as per Government of Puducherry orders in force.

3. *Written test.*— (i) All candidates who qualify the physical standard and physical efficiency test shall undergo a written test. The test will be of 2 hours duration with 100 questions of 100 marks. The questions will be of objective type and of S.S.L.C. standard and include questions of General Awareness (30 marks), Reasoning and Numerical Ability (10 marks) and Road Sense, Vehicle Maintenance, Traffic Rules/Signals (60 marks).

(ii) The written test will be in English and regional languages (*i.e.*,) for Puducherry and Karaikal in Tamil, for Mahe in Malayalam and for Yanam in Telugu.

4. *Competency test/Trade test.*— The candidates who clear the physical standard test, physical efficiency and written test will be called for the competency test. Driving licence of all the candidates who qualify in the above tests will be verified and only those candidates whose driving licences are found genuine/valid will be allowed to appear in the competency test. In case any driving licence is found forged, the candidature of that candidate will be cancelled straightaway and will also attract legal action.

The competency test will only be for qualifying purpose. The test will be conducted for 100 marks and minimum pass mark will be 40 marks. The test will include: (a) Driving- (i) Forward (ii) Reverse (iii) Parking (iv) Knowledge of traffic signs/basic driving rules (50 marks), (b) Traffic regulation (25 marks), (c) Location of faults and carry out minor running repairs including change of wheels (25 marks) and conducted by a committee constituted with the following officials.

- (1) Senior Superintendent of Police (C&I)
- (2) Superintendent of Police (MT)
- (3) Superintendent of Police (Traffic)
- (4) Superintendent of Police (HQ)
- (5) Motor Vehicle Inspector, Transport Department.

The assessment report of the committee will be submitted to the Police Establishment Board for further examination.

5. *Appeal.*— The appeal made by any candidate on the same day of the physical measurement/physical efficiency test/competency test will be examined and the decision of the Senior Superintendent of Police (C&I) or any other officers nominated by Inspector-General of Police in respect of the appeal shall be final.

6. *Medical examination.*— The candidates who pass the physical efficiency test shall be medically examined by Specialists in General Hospital, Puducherry and finally certified by the Assistant Director (RMO) under the supervision of Medical Superintendent, General Hospital, Puducherry.

MEDICAL STANDARDS TO BE MET

(a)	<i>Eye sight</i>	..	Distant vision
			Normal - Both eyes should be 6/6
			OR
			(1) Better eye with correction 6/6
			Near vision
			(2) Normal - Both eyes should be JJ
			(3) Free from colour blindness.
(b)	<i>Hearing</i>	..	Free from any disability
(c)	<i>Defects or deformity</i>	..	Free from any defect or deformity of limbs.
(d)	<i>Disease</i>	..	Free from hernia, piles, respiratory disease, diabetes or any other disease, which will adversely affect the work of Driver in the Police Department.
(e)	<i>Other</i>	..	Should not be flat-footed or suffering from knocked knees and bow legs.

7. *Procedure.*— (1) The testing procedure, time and venue would be decided and subject to change by the committee.

(2) To ensure accuracy and tamper proof conduct of running events Radio Frequency Identification (RFID), Chip Timing Technology shall be used.

(3) Standardised digital height and weight devices with digital display monitors would be used for measuring height and weight.

(4) CCTV technology to videograph the various stages of recruitment would be used.

(5) Optical Mark Recognition (OMR) / Optical Character Recognition (OCR) technology would be used for all application forms as well as for all examinations.

(6) Biometric devices would be used to eliminate duplication and impersonation.

(7) e-Recruitment application software for entire process from application to final merit list generation would be used to facilitate accuracy, minimise cumbersome manual documentation and negate tampering.

(8) Bar Code Reader would be used to scan admit cards.

(9) The physical efficiency tests would be administered and performance recorded by the physical education experts of the Education Department under the overall supervision of the Senior Superintendent of Police (C&I).

(10) The physical measurement, physical efficiency test, written test, competency test and medical examination will be conducted in Puducherry.

(11) The candidate should be informed about his eligibility/status at all stages and issue of rejection slips stage-wise.

8. *Final list of selected candidates.*— Final select list will be declared after completion of all the tests. The result of successful candidates will be hosted on the Government/Departmental website.

9. *Training.*— The selected candidates shall undergo Basic Training at Police Training School, Puducherry for a period of 6 months as per the syllabus decided by this department.

(By order of the Lieutenant-Governor)

YASAM LAKSHMI NARAYANA REDDY,
Joint Secretary to Government.